

The Standing Orders & Resolutions of the Society for Promoting Christian Knowledge.

Orders relating to the Society in General.

I. That this Society be called by the Name of The Society for Promoting Christian Knowledge, and that they meet Weekly on every Thursday, at **Five** a Clock in the Evening precisely.

II. That no Business be begun till the Devotions agreed upon by the Society are perform'd; and if the Day of Meeting happen to be on a Holy-Day, the Collect for the Day shall be added to the Prayers, and that the Secretary do then put the Society in mind of this Order.

III. That a Chairman be chosen the last Thursday in every Month, who shall attend at each Meeting in the following Month but in case of his Absence, he may depute any Resident Member in his Room.

IV. That whoever is in the Chair at the Meeting of the Society shall continue there till the Society break up; and that it be the Chairman's part to preserve Order, prevent Heats, and to take care that no One interrupts another in speaking.

That no Business be transacted, unless the Chairman be present, nor then, unless there be four of the Resident Members present besides the Secretary.

VI. That at every Meeting of the Society the Minutes of the two preceding Meetings shall be read twice over, and that Abstracts of Letters to the Society for the two last Days be read after the second reading of the first Day's Minutes; After which, all new Motions shall be made.

VII. That before any Person be admitted a Resident Member he shall be first proposed at two several Meetings: And then, if it be thought fit to proceed, Two of the Resident Members shall be desired to enquire, whether the Person proposed be of a Sober, and Religious Life, and Conversation, and of an humble, and charitable Disposition; after whose Report, the Society shall proceed to chool or refuse such Person; And the Members directed to make such Enquiry, are to make their Reports either by Word or Writing at the next Meeting: And that this Order be read, when such Enquiry is directed.

VIII. That the Choice of Resident Members be made by balloting; also the determination of such Questions as the Society shall not otherwise decide; which Balloting shall be made by the Resident Members only; and for preventing the Messenger from presenting the Box to any other, this Order shall be read upon every occasion of Balloting.

IX. That those who shall be proposed for Resident Members

That every Resident Member, at his Admission, do pay a Voluntary Sum to the Treasurer for the time being, and do also Subscribe a Yearly Sum (to be paid Quarterly) for carrying on the designs of this Society. But the Corresponding Members may attend Meetings of the Society without being oblig'd to make such Subscriptions, in regard of the Charge they are suppos'd to be at in Promoting the same Designs in and about their respective Places of their Abode.

XI. That no Member do withdraw his Subscription from this Society, without a previous Notice of three Months.

XII. That no Person be mentioned on the Minutes as a Resident Member, till he hath been introduced, and has Subscribed to the Society.

XIII. That the Secretary once a Quarter, lay before the Society, a List of such as have been Chosen for Resident Members the preceding Quarter; to the End, that those that have not attended and subscribed, may be called upon by the Persons that propos'd em; And if any one shall not within six Months after he is chose a Resident Member, attend and Subscribe, or the Member that propos'd him, give a reasonable Excuse for his not attending, such Person from thenceforth, shall be look'd upon as no Member of the Society.

XIV. That every Person propos'd for a Corresponding Member shall stand propos'd a Week before he be admitted, and that one be Chosen a corresponding Member before the Society is certified of his Willingness to correspond wth them.

XV. That this Society will always decline the dealing
with such Matters as are Foreign to their Design of promoting
Christian Knowledge.

XVI. That it be recommended to every Member to pray
Almighty God for a Blessing on the Consultations and
Endeavours of this Society.

XVII. That the Orders of this Society be read the first
Thursday after every Quarter Day, between the 1st and 2nd
Days Minutes, and before any Motion; and that the
Secretary do put the Chairman in mind thereof.

Orders relating to the Treasurer

- I. That a distinct Account be kept of all Gifts made to the Society.
- II. That the Accounts of this Society be Audited every half year,
within a Month of Lady-Day and Michallmas; And that an
Account of all Arrears due to the Society be, after each Audit,
laid before the Society; And that such Members as shall be
found in Arrear above Four Quarters, the Secretary shall
give them Notice thereof.
- III. That no Sum exceeding Forty Shillings be dispos'd of
without consulting the Treasurer.

Orders relating to the Secretary

17 June 1798

- I. That the Secretary do make an Abstract of all Letters sent to and from the Society, and enter the same in a Book to be kept ^{And also enter into another Book to be kept for that purpose,} for that purpose; Copies of all General Letters sent by the Society and such others as the Society shall direct.
- II. That all Letters be directed to the Secretary to be left at the Reverend Mr Shute's, and when received shall be put into a Box by the Messenger; and no Letter shall be opened till after the Chairman has taken his Place.
- III. That all Letters sent into the Country by the Secretary be left at Mr. Shute's, and put into the Post by the Messenger, who shall keep an Account of all such Letters by him received.
- IV. That the Secretary do at the Beginning of each Quarter lay before the Society, an Abstract of the most material Transactions of the preceding Quarter.
- V. That there be an Index of Names and Things contained in the Abstract of Letters, and in the Minutes.
- VI. That the Secretary do Enter the Accounts of the Society into the Great Book immediately after every Audit.

Orders

Orders relating to the Messenger.

1. That the Messenger after every Quarter Day, do carry to all the Resident Members, one of a sort of all New Books brought into the Society the preceeding Quarter.

Orders relating to the Choice of Books.

1. That no Manuscript be printed by Order of this Society nor any Printed Book or Paper bought or admitted into their Packet, or be dispers'd by them, but such as shall have been first approved by the Society in manner following: That is to say, when any Manuscript or Printed Book, &c. shall be recommended to the Society, and the Society shall be disposed to Print or disperse y^e same, such Manuscript or Printed Book, &c. shall be referred to the perusal of Four Resident Members to be severally named at Four Several Meetings, who are to report the Opinions thereof to the Society as soon as may be; at which, if the Society think fit to proceed, they shall determine by Balloting, whether they will print such Manuscript

II. That the Title of such Determination concerning the Printed Book, &c. shall be the last Thursday in the Month wherein the last Report touching the same is made: And if a Manuscript, it shall be the last Thursday in the following Month, after the last Report concerning such Manuscript is made: And in the meantime Copies of such printed Book, &c. and such Manuscript shall lie on the Table, for the Perusal of any other of the Members if they please; and the Secretary at every intermediate Meeting, shall acquaint the Members then present therewith.

III. That every such Book or Manuscript &c. as the Society shall approve as aforesaid, in order to be dispersed, shall always be distinguish'd in the Minutes relating thereto; whether such Book, Manuscript &c. when Printed, is to be put into the Packet, or to be dispersed occasionally; If to be put into the Packet it shall be admitted under that Character, and be bought as occasion shall require; If to be dispers'd occasionally (only) it shall be so express'd in the Minutes, and after the Number then agreed to be bought or dispers'd, no more shall be bought without further order of the Society.

IV. But nevertheless it is agreed that any Paper drawn up by the Committee, and afterwards read and approved of by the Society, may be printed, and admitted into the

That if any Book approved of by the Society in manner aforesaid, shall be altered or receive any Additions, that such Book shall not be printed or dispersed by the Society, till such Alterations, or Additions shall have been referred to the Committee, and afterwards approved by the Society.

VI. That the Sermon preached at the Anniversary Meeting of the Children Educated in the Charity Schools, with the Account of the said Schools, may be also printed and dispersed by the Society, with such Perusal and Examination as aforesaid.

Orders relating to the Packets. —

I. That a Packet of the Societies Books and Papers, be sent to each Resident Member at his Admission.

II. That the Society will send but one occasional Parcel to all the Correspondents in one Year; and that the time of sending this parcel away shall be as soon as the Yearly Account of Charity is

and the Sermon, shall be Printed, without
farrying for any other Book.

III. That no Book or Paper be at any time put
into the Societies Packet, but by the order of
the Society.

(Transcribed January 1710)